

Bedford Borough Council

Blue Badge Scheme

Application Form Guidance Notes



What sections of the application form should I complete?

All applicants should complete Section 1 and Section 6.

Applicants will also need to complete:

- Section 2 if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- Section 2 if they receive a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP).
- Section 2 if they are registered blind (severely sight impaired), or if they wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- Section 2 if they receive the War Pensioner's Mobility Supplement.
- Section 2 if they receive the Armed Forces and Reserve Forces (Compensation) Scheme with tariff levels 1-8 (inclusive).
- Section 3 if they have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Section 4 if they are a driver who has a severe disability in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment.
- Section 5 if the applicant is under the age of 3 who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

Section 1 – Information about you

This section asks for your personal details including name, date of birth, National Insurance number, address, telephone number and email address (where applicable). All fields should be filled in.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The serial number can be found on the front of the badge.

Proof of your identity and address

You are required to provide proof of identity and address. This is to help prevent fraud. ***Without proof of identity and address your Blue Badge application cannot be assessed.***

Proof of identity must be a ***photocopy*** of your birth/adoption certificate, marriage/divorce certificate, valid driving licence, valid passport, certificate of British nationality, ID card for foreign nationals or HM Forces ID card. A photocopy of one form of identity is required to be submitted with your application.

Proof of address must be no older than 12 months and in the form of a ***photocopy*** Council Tax bill, pension letter, confirmation letter from Social Services, benefit award letter or confirmation from school bearing your name and address. You will not need to submit proof of your address if you have ticked the appropriate box in Section 1, which gives your consent for the Bedford Borough Council to find proof of your residency.

Note – Please submit photocopies of your proof of identity and address only (Bedford Borough Council cannot accept originals).

Photograph Specification

The Blue Badge will include a digital photograph which will form part of the badge design. The digital photograph will also be stored on the national database for identification and enforcement purposes.

You should supply one passport-sized and passport standard photograph clearly showing your full face so that you can be easily identified.

The requirements for a photograph on the badge are set out in the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) No.2 Regulations 2011 and follow closely the recommendations for passport photographs: <https://www.gov.uk/photos-for-passports>.

The photograph must be a close-up, digital photograph of the head and shoulders of the badge holder. The photograph shall have a strong definition between face and background and shall be:

1. in colour;
2. 45 millimetres in height and 35 millimetres in width (passport size);
3. taken within the last 12 months;
4. taken against a light grey or cream background;
5. undamaged;
6. free from 'red-eye', shadows, reflection or glare from spectacles;
7. of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons):
 - facing forward;
 - with nothing covering the face;
 - looking straight at the camera;
 - with a neutral expression and mouth closed;
 - with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames from obscuring the eyes);
8. in sharp focus and clear;
9. printed professionally or in digital format;
10. a true likeness, without amendment.

Failure to provide suitable photographs will cause a delay in processing your application.

Blue Badge Issue Fee

Bedford Borough Council charges a fee of £10 for each Blue Badge issued (this includes new applications, reapplications and replacement badges).

A letter will be sent from the Council to request payment for the badge when we are at the appropriate stage of the application process. The letter will provide instruction on how to make payment; this usually requires the applicant paying over the telephone using a debit or credit card.

Note – If you do not receive your Blue Badge within 28 days of making payment you MUST inform Bedford Borough Council on 01234 718009. Failure to report the non-receipt of the badge within 28 days will result in you having to pay an additional administrative fee.

PLEASE BE AWARE UNTIL PAYMENT IS RECEIVED A BLUE BADGE CANNOT BE ISSUED

PLEASE DO NOT SEND ANY PAYMENT WITH YOUR APPLICATION FORM

Other information

You should also provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information aids local authorities with their enforcement of the Blue Badge scheme rules, but please note that you can use a Blue Badge in other vehicles too.

Section 2 – Questions for ‘without further assessment’ applicants

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 2. You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. Any original documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed.

Section 2a

Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority or borough with which you are registered. In many cases, you will be registered with the same local authority to which the application for a badge is being made. If this is not the case, Bedford Borough Council will check with the named authority that you are registered as severely sight impaired (blind).

The current formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consult Ophthalmologist, which states that you are severely sight impaired (blind). However, registration is voluntary.

Section 2b

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA). You will have had an award notice letter from the Department for Work and Pensions (DWP). You will also have been sent an annual uprating letter stating your entitlement. This uprating letter can be used as proof of receipt of HRMCDLA if your award letter is more than 12 months old. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the Disability Benefits Centre for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 22 44 33

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at: [https://www.gov.uk/dla-disability-living-allowance-benefit/what -youll-get](https://www.gov.uk/dla-disability-living-allowance-benefit/what-youll-get).

Section 2c

Please complete this section if you receive a Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

- You can stand and then move unaided more than 20 metres but no more than 50 metres. (8 points)
- You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. (10 points)
- You can stand and then move more than 1 metre but no more than 20 metres. (12 points)
- You cannot stand or move more than 1 metre. (12 points)

Your decision letter can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at: <https://www.gov.uk/pip>.

Section 2d

Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. You must enclose the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

Section 2e

Please complete this section if you receive a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified by the Service Personnel and Veterans Agency as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You will have been issued with a letter from the Service Personnel and Veterans Agency confirming the level of your award and also confirming that you have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You must enclose the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contact via the free-phone enquiry number: 0800 169 22 77.

Section 3 – Questions for ‘subject to further assessment’ applicants with walking difficulties

Section 3 is to be completed if you have a permanent and substantial disability (i.e. a condition that is likely to last for the duration of your life) which means you cannot walk or which means that you have very considerable difficulty in walking. A permanent disability is one that is likely to last for the duration of your life. Medical conditions such as asthma, autism and psychological/ behavioural problems, Crohn’s disease/incontinent conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criterion, but only if they are unable to walk or have very considerable difficulty in walking.

You are asked to describe the nature of your disability and give an estimate of the maximum distance you can walk without assistance from another person or severe discomfort. It can be difficult to accurately work out the distance you can walk. There are several things that can help you:

- Ask someone to walk with you and pace the distance you walk.
- The average adult step is just under one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres.
- A size 9 shoe is about a third of a metre.
- The average double-decker bus is about 11 metres long.
- A full-size football pitch is about 100 metres long.

If you still find it difficult to work out the distance you can walk in metres, please tell us:

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance.
- About your walking speed.
- The way that you walk, for example, shuffling or small steps etc.

Bedford Borough Council may ask you to have a mobility assessment with a medical professional, such as a physiotherapist or occupational therapist, in order to determine whether you meet the eligibility criteria. You may have had a mobility assessment in the last 12 months which covered your walking ability and you can give details of this in section 6a (any further information).

Section 4 – Questions for ‘subject to further assessment’ applicants with disabilities in both arms

Section 4 is for applicants over the age of two who have a severe disability in both arms. You will need to show that you drive a vehicle regularly, that you have a severe disability in both arms and that you are unable to operate, or have considerable difficulty in operating, all or some types of on-street parking equipment. You will need to satisfy all three conditions above in order to obtain a badge.

Section 5 – Questions for ‘subject to further assessment’ applicants under the age of three

Section 5 should be completed on the behalf of:

- children under three years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
- children under three years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three. The list of bulky medical equipment referred to above may include:

- Ventilators;
- Suction machines;
- Feed pumps;
- Parenteral equipment;
- Syringe drivers;
- Oxygen administration equipment;
- Continuous oxygen saturation monitoring equipment; and
- Casts and associated medical equipment for the correction of hip dysplasia

Bedford Borough Council may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- Tracheostomies;
- Severe epilepsy/fitting;
- Highly unstable diabetes; and
- Terminal illness that prevent children from spending any more than brief moments outside and who need a quick route home.

Please note that the above lists are not exhaustive, to allow for new advances in technology and treatment equipment.

Section 6 – Further information, declarations and signatures

Section 6a): This section should be used to add any further relevant information that has not already been covered elsewhere in the application form.

Section 6b): You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from Bedford Borough Council. In doing so, you will be providing specific consent to the Bedford Borough Council to allow us to share information about you with relevant departments and service providers within the authority.

Section 6c): Mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read these declarations, since not signing or dating to state you understand them will result in Bedford Borough Council being unable to accept your Blue Badge application.

Section 6d): All applicants must sign and date the form prior to submitting it. Bedford Borough Council will refuse to issue a badge if they have reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued.

Blue Badge Contact Information

Address: Blue Badges, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Telephone Number: 01234 718009

Email Address: Blue.Badges@bedford.gov.uk